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IPB MANAGEMENT

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Approvals Concerning Acquisition of ADP  
Equipment and Services

1. Restraints on available resources and the need to centralize Agency consideration of plans to acquire significant ADP equipment and services require that such plans be forwarded to me for approval even if such acquisitions have already been budgeted.

2. The following criteria are to be applied in determining those ADP acquisitions which require my approval before <sup>AGENCY</sup> funds are committed:

a. Any computer, whether used as a stand-alone processor or as an integral element of some larger, <sup>WHETHER USED ON AGENCY PREMISES OR ELSEWHERE,</sup> computer-controlled system (Small desk calculators, whether or not of electronic design, are excluded.)

b. Any upgrading of a computer (e.g., additional core, I/O devices, etc.) which results in a net increase in cost of over \$4,000 per month in rental or \$150,000 for purchase.

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*THE PRINCIPAL PURPOSE OF WHICH IS*

c. Any contract to acquire software or other ADP services costing over \$50,000.

3. I urge all organization planning system changes of the sort envisaged in paragraph 2 to make the greatest possible use of technical skills and experience already available in OCS and elsewhere in the Agency through consultation and collaboration early in the planning process.

4. In cases requiring my consideration, answers to the following questions will normally be needed:

a. What is the proposed acquisition and what needs and objectives are served by it?

b. Explicitly, what benefits are expected to stem from this acquisition?

c. What is the cost of the proposed acquisition? What costs (and savings) can be anticipated for future years as a result of this acquisition?

d. What alternatives are available and why is the recommended action preferred?

e. Does the proposed system change have consequences which will be of interest to or affect other components? If so, has the proposal been coordinated with the components concerned?

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f. Is the acquisition contained in your program plan and budget? (If not, explain proposed manner of budgeting.)

5. Requests for approval covering the above information, together with any additional information deemed relevant, should be addressed to the Executive Director-Comptroller. [I will look to the Information Processing Board to study such approval requests and provide me with comments for my consideration.]

*(THIS SENTENCE MAY BE DELETED OR CHANGED PENDING DISCUSSION BY [REDACTED] WITH Ex DIR)*

LKW  
ExDir

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